

Appendix 3 Contracts TO Annex A Chaplains' Fund SOP

1. PURPOSE: To provide standing operating procedures (SOP) for identifying requirements, requesting, developing, approving, and paying contracts with the Chaplains' Fund.

2. REQUIREMENTS:

a. All Chaplains' Fund contracts are non-personal service contracts. Contractors are not employees. Contractors are not supervised. To ensure non-personal properties, the Chaplaincy Resources Manager (CRM) submits contracts which pay incrementally (i.e. payment in monthly increments) to the Installation Staff Judge Advocate to ensure they are non-personal in fact.

b. The Command Chaplain details, as a duty to designated chaplains, the responsibility to validate contracted work as completed.

c. Contracts are temporary in nature. No contract exceeds one year and no contract continues past the end of the fiscal year. Funding authority for contracts is the Ft Polk Command Master Religious Plan (CMRP).

d. The Chaplains' Fund contracts reoccurring service(s) (i.e. choir director, child care, etc.). The Chaplains' Fund contracts services involving payment beyond speaker fees (i.e. travel, lodging, etc.) which support an event or program.

3. DEVELOPMENT:

a. Plans begin at the program element (congregational / parish) level. Program elements (PE) identify needs met by contracting. The Resource Coordinator (congregational / parish chaplain) determines applicable details to be included in contracts- i.e. job description, hours, pay, method of payment, type of currency and length of contract. PE includes contracts in their budget for the next FY CMRP. If PE determines a contract is needed before the next FY CMRP, the current CMRP, as well as the sub-account from which contract is to draw money, must support the contract.

b. Resource Coordinator (RC) ensures contracts are included in the next FY PE budget and the next FY CMRP. Contracts needed before the next FY CMRP, must be included in the current CMRP. Likewise, the Chaplains' Fund sub-account from which contract is to be funded must financially support the contract.

(1) When the CMRP and the sub-account support the letting of a contract, RC completes a Request for Contract form (**Encl 1**). RC submits Request for Contract form no later than 60 days prior to the start of the next FY.

(2) For a contract to be in effect before the end of the current FY, RC submits a Request for Contract form no later than 60 days prior to the desired start

date of the contract. RC submits Request for Contract to Command Chaplain's Office, ATTN: Chaplaincy Resource Manager, Fort Polk, LA 71459.

c. Chaplaincy Resource Manager (CRM) evaluates the submitted Request for Contract form. If disapproved he / she returns request to RC with explanation. The Command Chaplain has final approval authority. If approved, CRM gives Request for Contract form to the Fund Manager to draft.

d. If a contract is over \$2,500, Command Chaplain directs RC to advertise contract in concrete manners, i.e. flyers, bulletin inserts, cable television announcements, etc. Persons (applicants) responding to the advertisements contact RC. RC compiles list of applicants and submits it to CRM. Command Chaplain calls a committee of no less than four persons, to include himself / herself and RC. Committee rank orders applicants. Committee recommends to Staff Chaplain the top applicant be given the contract.

e. Installation Chaplain approves the draft of the contract and the committee recommended contractor. Contractor signs contract. CRM keeps the original contract. CRM gives contractor a copy. CRM gives RC a copy.

4. PAYMENT:

a. Payment is upon completion of service(s). If service[s] is more than 30 days in duration, the contract may stipulate payment in monthly increments based upon the statement of works. If contracted payment is in monthly increments, payment is only at the completion of the month regardless of the completion of services during that month.

b. Contractor submits Request for Payment form (**Encl 2**) to RC upon completion of service(s). Contractor with monthly payment(s) submits Request for Payment form NLT the first working day of the month. In either case, Contractor submits Request for Payment form to RC.

c. RC verifies service(s) are completed based upon the statement of works. RC submits Request for Payment form to Command Chaplain's Office, ATTN: Chaplaincy Resource Manager NLT the fifth working day of the month.

d. CRM reviews Request for Payment form. If all information is correct, he / she gives the Request for Payment form to Fund Clerk for payment. Method of payment is check or credit card. Method of getting check to contractor is the US mail. Fund Clerk mails check NLT the tenth working day of the month.

Encls

1. Request for Contract
2. Request for Payment